



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

March 11, 2008

Transmitted Via E-Mail

Hermelinda Sapien, Executive Director
Center for Employment Training
701 Vine Street
San Jose, CA 95110
hsapien@cet2000.org

Dear Ms. Sapien:

RE: MONITORING VISIT REPORT for CET W2W – ET07-0187

Date of the Visit:	01/31/08 and 3/10/08
Beginning/Ending Time:	11am – 3pm and 11am – 4pm
Date of Last Visit:	05/14/07 by Fern Lukka
Visit Location:	San Jose
Persons in attendance:	1/31/08 – Hermelinda Sapien, Mohammad Aryanpour, Erica Huey, CET; Ruby Cohen and Lily Lai, ETP 3/10/08 – Hermelinda Sapien, Pilar Diaz, and Erica Huey, CET; and Lily Lai, ETP
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	11/07/06 – 11/06/08	Agreement Amount:	\$460,259
Training Start Date:	11/07/06	No. to Retain:	80
Date Training must be Completed:	09/05/08	Range of Hours:	n/a
Type of Trainee:	W2W / New Hire	Weighted Ave. Hours:	n/a

Hours by Job Number:

Job 1 – 605	Job 5 – deleted per rev. #1	Job 9 – 420
Job 2 – 900	Job 6 – deleted per rev. #1	Job 10 – deleted per rev. #2
Job 3 – 680	Job 7 – 640	Job 11 – 420
Job 4 – 900	Job 8 – deleted per rev. #1	

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ETP (05/16/2007)

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	1	2	3	4	7	9	11	Total
Planned Numbers	1	4	38	1	13	13	10	80
Started Training & Active	1	3	27	1	13	6	6	57
Completed Training	1	2	13	-0-	3	4	1	24
In Job Search	1	1	6	-0-	1	2	1	12
Employed	-0-	1	7	-0-	2	2	-0-	12
Remain in Training	-0-	1	14	1	10	2	5	33

TRAINING STATUS:

According to the statistics provided by Ms. Huey and Ms. Diaz, a total of 57 trainees (71% of planned numbers) are active in the Agreement. Twenty-four of the 57 trainees have completed training and are either in job search or in employment status. The remaining 33 trainees are still in training.

Even though the W2W project continues to be a challenge, CET staff states that they are very happy with the 71% enrollment rate. They attribute that high enrollment rate to word of mouth and CET's continuing relationships with county Social Services Departments.

Ms. Huey is aware that all training must be completed no later than September 5, 2008, so the 90-day retention period can be completed by November 6, 2008, end date of the Agreement. Ms. Huey stated that training for the various programs is scheduled to end at least a couple of months prior to September 5, 2008, to accommodate time for job search.

REVISION REQUEST:

Revision #2 was approved on November 5, 2007, to process two changes: redistribute training slots amongst the various job numbers to accommodate demands from both trainees and employers; add a new job number for regular new-hires to accommodate a new population of unemployed workers who were adversely affected by the decline in the mortgage and lender industry.

Per Revision #2, Job #11 new hire trainees must be placed at the ETP new hire minimum wage for their county, as follows: \$11.26 per hour for Alameda, Contra Costa, Los Angeles, Marin, Orange, San Francisco, San Mateo, Santa Clara, and Santa Cruz; \$10.97 per hour for Sacramento; \$10.75 per hour for San Diego; \$10.94 per hour for Ventura; and \$10.13 per hour for all others.

PROJECT ADMINISTRATION/TRACKING:

Although the Contractor is not required to use the ETP class/lab tracking system, CET is choosing to use it to record training hours because CET's own tracking system does not allow for any variance in entering the number of daily training hours. Ms. Huey stated that if a trainee receives training beyond the set daily hours, the CET system does not allow for that flexibility; therefore, CET is utilizing the ETP class/lab tracking system.

ENROLLMENT AND ATTENDANCE ROSTERS:

During the January 31, 2008, monitoring visit, Ms. Lai reviewed CalWorks eligibility documentation, and on March 10, 2008, Ms. Lai reviewed attendance rosters of nine trainees who have been invoiced for completion of training. The reviewed rosters consisted of multi-day class/lab attendance rosters which were compared to the data entered in the ETP on-line class/lab tracking system. The review of the rosters revealed that the information on the rosters was in accordance with Title 22, California Code of Regulations, Section 4442, Record Keeping and consistent with information in the ETP on-line tracking report.

Please note that the findings above is based only on the records reviewed during the monitoring visits that occurred on January 31, 2008, and March 10, 2008, and represents only a limited sample of the training records completed to-date. It is CET's responsibility to ensure that all eligibility and training attendance records are in compliance with Panel requirements for auditing purposes.

INTERVIEWS:

During the March 10, 2008, monitoring visit, Ms. Lai spoke with three CET instructors: Georgi Yo Tataski and Joy Goodwin for the Medical Assistant Training and Melissa Carrasco for the Accountant Training – the Medical Assistant is a six-month program and the Accountant is a five-month program. Both are held six-hours per day, with additional instructional hours provided to individuals if deemed necessary by the instructors. Trainees are evaluated on a quarterly basis and must meet a set number of competencies prior to graduation.

ETP TRAINEE ENROLLMENT ELIGIBILITY:

CET must obtain/maintain evidence of trainee's eligibility to participate in ETP funded training on file for review. As a trainee's ETP eligibility is based solely on their CalWORKs eligibility, Contractor is responsible for obtaining written proof of the trainee's CalWORKs eligibility from the Department of Social Services. At a minimum, such documentation must identify the following: 1) CalWORKs recipient name and case number (or other CalWORKs identifier), 2) case worker's name and phone number, and 3) indication that the CalWORKs recipient is receiving, is eligible to receive, or has received CalWORKs benefits including the date they last received benefits.

TRAINEE PLACEMENT:

Each trainee should complete one hundred (100) percent of the required class/lab and training hours. The Panel will not reimburse the Contractor for a trainee who does not complete a minimum eighty (80) percent of the required class/lab training. One hundred (100) percent of reimbursement for class/lab training for all trainees shall be earned only if Contractor's records show training hours were delivered to enable each trainee to attend one hundred (100) percent of required training hours. However, if Contractor's records do not substantiate these training hours were delivered, the Contractor will not be entitled to reimbursement. Contractor will not be reimbursed for any trainee who does not complete a minimum of eighty (80) percent of the required class/lab training.

If you have any questions or comments regarding the information contained in this letter or in your ETP Agreement, please contact Lily Lai at 415.655.6934 or llai@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,



Ruby Cohen, Manager
Sacramento Regional Office



Lily Lai, Contract Analyst
S.F. Bay Area Regional Office

cc: Erica Huey, Internal Auditor
ericah@cet2000.org

Master File
Project File

Date report mailed to Contractor 3/20/08